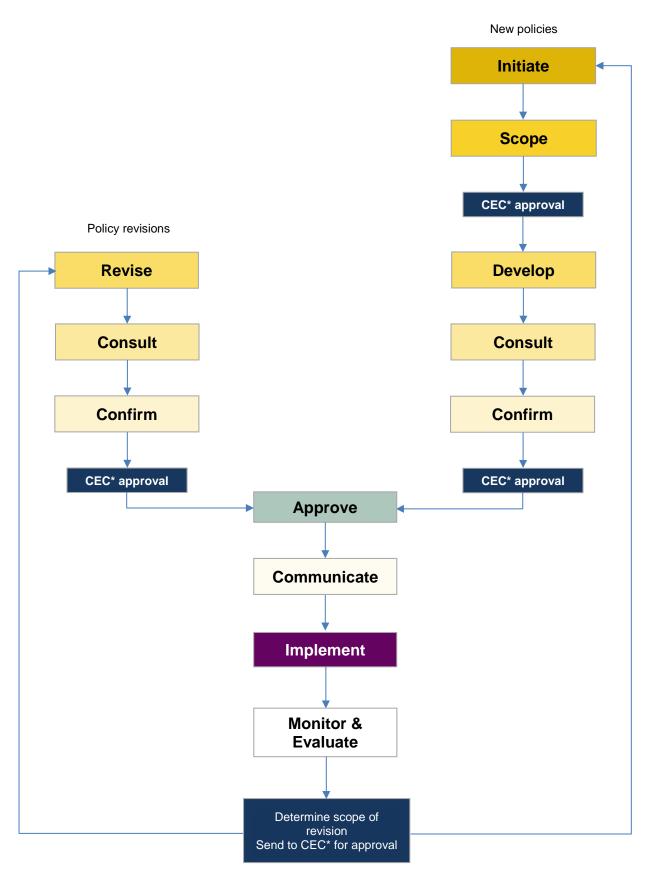


Education Policy Development Process

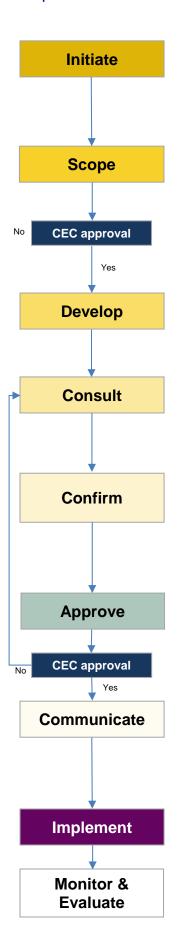
New policies and policy revisions





Education Policy Development Process

New policies



- Identify key objective of policy (in and out of scope)
- Align to AMC & MCNZ Standards (incl. risk assessment)
- Undertake gap analysis of internal and external policies
- Identify key stakeholder groups
- Establish timeframes
- Engage in policy research, including:
 - Legislative requirements
 - Literature review
 - Best practice
 - Focus groups (if needed)
- Prepare scoping paper based on findings
- Submit initiation brief and scoping paper to College Education Committee (CEC) for approval to develop policy
- Draft the policy based on scoping paper and stakeholder input
- Develop implementation, communication and support plans and consultation documentation
- Target consultation with relevant stakeholders
- Gain feedback on policy assumptions, clarity and logic of writing, structure and potential impact of implementing the policy
- Compile and analyse feedback
- Review feedback received during consultation
- Prepare a report summarising response to stakeholder feedback and rationale
- If significant changes are made to the draft policy a second round of targeted consultation with stakeholders may be required to test proposed changes.
 Stakeholder groups can to respond to peer review process within given time period

The CEC:

- Review approval brief, which documents that due process has been followed
- Review policy and change implementation plans
- Publish policy
- Commence communication activities to provide commensurate notice to all stakeholders
- This period may be used to develop support resources (such as training modules, templates, IT systems)
- Handover to relevant business unit(s) for implementation
- Education Policy to provide ongoing implementation support as needed
- Monitor policy and related procedures
- Proceed policy revision as required



Education Policy Development Process

Policy revisions

